

June 3, 2017

Police Clearance Area
Guelph Police Service,
15 Wyndham Street South,
Guelph ON
N1H 4C6

SAMPLE

To Police Clearance Area:

This letter is to confirm the **Volunteer Name** has applied to become a volunteer with **Organization Name**. S/he will be working as a as a **Position Title**. Our standard screening procedure requires that prospective volunteers working with vulnerable people in a position of trust, confidential information and/or financial resources must obtain a **insert level of check**.

Further, Organization Name is a participant in PIN The People and Information Network's **Best Practices in Volunteer Screening Program**. This volunteer position has been deemed eligible for a free Police Record Check. The authorization number for this position is **xxxxxxxx** and the expiry date is **xxxxxxx**.

Thank you for your attention to this matter. If there are any questions, please call me at **Phone Number**.

Sincerely,

Volunteer Coordinator's Name

Volunteer Services Coordinator